

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **ASSISTANT UTILITIES DIRECTOR**

DEPARTMENT: **UTILITIES**

BASIC FUNCTION:

Under general direction of the Utilities Director, plans, directs, manages and oversees the activities and operations of the Utilities Operations Division including: Water and Wastewater Systems Maintenance, Water/Recycled Water Systems Operations, Meter Reading/Repair/Replacement, Cross Connection Control, Storm Drain Maintenance and Wastewater Operations; and provides highly complex administrative support to the Utilities Director.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position responsible for the overall management of Water and Wastewater operations, programs and staff. The incumbent reports to the Utilities Director.

KEY RESPONSIBILITIES:

Plans, directs, and manages the programs for the Utilities Department, Operations Division including: Water and Wastewater Systems Maintenance, Water Systems Operations, Recycled Water Distribution, Meter Reading/Maintenance/Replacement, Cross Connection Control, Wastewater Operations; recommend and administer policies and procedures;

Participates in development and manages implementation of the Utilities Department mission statement, goals, objectives, policies, and procedures;

Manages priorities, assignments and workload; establishes appropriate service and staffing levels; and allocates resources accordingly;

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load; identifies opportunities for improvement; directs the implementation of changes;

Represents the Utilities Department to other City Departments/Divisions, government officials and outside agencies; explains, justifies and defends Departmental/Divisional programs, policies, and activities;

Selects, trains, and evaluates Division personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Provides recognition for superior performance and makes salary recommendations;

Provides staff assistance to the Utilities Director. Analyze and prepare reports as assigned, present to Council or to other staff, the public or outside agencies as necessary during the course of work;

Attends and participates in professional group meetings;

Stays abreast of new trends and innovations in the field of water and wastewater operations;

Responds to and resolves difficult and sensitive employee and customer inquiries and complaints;

Develop and administer division budgets and contracts; evaluate and recommend staffing needs, equipment, materials and supplies;

Supervise the enforcement of City ordinances and interpret department policies and procedures;

Direct the adherence of safe work practices for all personnel; and

Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Methods, materials, techniques and equipment used in the construction, operation and maintenance of water, recycled water, wastewater, storm drain and related public works projects/facilities;

Principles of continuous improvement;

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;

Modern and complex principles and practices of program development and administration;

Advanced principles and practices of budget preparation and administration;

Principles of supervision, training and performance management;

Applicable Federal, State and local laws, codes and regulations;

Research methods and sources of information related to water, wastewater, and recycled water maintenance and operations;

Occupational hazards and standard safety precautions necessary in the work; and

Geography of the City, including the location of streets, drainage and sewer facilities.

Carlsbad's/Carlsbad Municipal Water District's storm drain, wastewater, water and recycled water systems

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel;

Work collaboratively with the Utilities Director;

Support the Utilities Department's direction, mission, vision and values;

Delegate authority and responsibility;

Select, supervise, train and evaluate staff;

Provide administrative and professional leadership and direction for the Operations Division;

Identify and respond to the Utilities Director's issues, concerns, and needs;

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient water, wastewater, storm drain maintenance and recycled water services;

Prepare and administer large, comprehensive budgets; allocate limited resources in a cost-effective manner;

Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals;

Research, analyze, and evaluate new service delivery methods, procedures and techniques;

Interpret, apply, and ensure agency compliance with Federal, State and local policies, procedures, laws, and regulations;

Understand standard principles of biology, chemistry and mathematics as related to water, wastewater treatment, and recycled water;

Communicate clearly and concisely, both orally and in writing;

Establish and maintain cooperative-working relationships with those contacted in the course of work including City, District and other government officials;

Follow established codes, policies, and guidelines;

Interface effectively with all levels of employees and customers; and

Perform work in accordance with safety regulations, guidelines and practices.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities of qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of a Bachelor's Degree in engineering, construction, construction management or in a closely related field; and

Five years of progressively responsible experience in a utilities functional area such as, water distribution and wastewater systems operation and maintenance, construction inspection or related field, including experience as a supervisor.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. Work sites may present odorous, dirty and noisy environments requiring care to

ensure personal safety. Employee is required to attend meetings and travel within and outside City limits during and after normal work hours.

DATE APPROVED July 1, 2012

This is an at-will Management classification.